

Relocation (Policy and Procedure)

Title	Relocation Policy and Procedure
Author	HR Policy (MeIG)
Document Type	Policy
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Version	1.0

Please see full policy and procedure control sheet on the back page of this document.

With effect from 1st September 2019, this policy and procedure supersedes the previous policy.

Relocation Policy (Policy and Procedure)

Introduction

This document comes in two parts:

Part one sets out the Government of Jersey's policy and principles regarding Relocation (as a result of organisation change).

Part two sets out the procedure and provides instructions on how to implement the policy. The procedure is intended as a guide only and may change from time to time.

Part one

The Policy

- | | | | |
|----------|-------------------------|------------|---|
| 1 | Policy purpose | 1.1 | The purpose of this document is to provide information and guidance to you about the support we offer if you relocate to Jersey to take up employment with the Government of Jersey ¹ . |
| | | 1.2 | This policy aims to: <ul style="list-style-type: none">• Ensure everyone is treated in a fair and consistent way.• Be clearly written and easy to understand. |
| 2 | Policy scope | 2.1 | All employees on a permanent or fixed term contract who are eligible for a relocation package, in accordance with this policy (see 3.1 below).

This policy does not apply to the following medical staff, who should take advice directly from the Medical Staffing team: <ol style="list-style-type: none">1. Junior doctors in training2. Clinical fellows3. Junior doctors – locum appointment for service (LAS) |
| 3 | Who is eligible? | 3.1 | To be eligible for a relocation package under this policy, you must: <ul style="list-style-type: none">• be a newly appointed full-time² permanent employee, or full-time employee on a fixed term contract of 18 months or more. (those recruited to a fixed term contract of <u>less</u> than 18 months should refer to section 10 of this policy)• be appointed to a <u>Licensed</u>³ post with the Government of Jersey• currently live off the Island of Jersey; and• have entered into a written undertaking contained within the <i>Relocation Agreement (Schedule Two)</i> to pay back a proportion of the cost of the relocation package when it falls due in accordance with this policy (see section 11). |

¹ Whilst this is a Government of Jersey policy, it applies to employees and office holders employed by the States' Employment Board. Any references to the Government of Jersey or the States of Jersey means the wider, non-executive arm of the Government.

² A post must be at least 30 hours per week to meet the eligibility criteria set out by the Population Office in order to qualify for Licensed Status.

³ The term *Licensed* is one of 4 statuses determined by the Population Office. If the post that you applied for has *licensed status* then this means that you are an 'essential employee' and it has not been possible to fill the vacancy locally. Please refer to www.gov.je for more information and search *employment statuses*.

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- 3.2 If your status (as defined by the Population Office) is *entitled* but you are living away from Jersey and you applied for a licensed post, then you are also eligible for the relocation package. However, if you have applied for a non-licensed post then you will not be entitled to the relocation package.

4 Policy principles

- 4.1 We want to attract and recruit the best people to deliver the highest level of service to our customers.
- 4.2 We understand that occasionally we may not always be able to fulfil all roles on-Island and when this is the case we will look to recruit the skills and experience we need off-Island.
- 4.3 This policy sets out the **Relocation Package** that we will offer to those colleagues who join us from off-Island locations, to support their move to Jersey and make it as smooth and hassle free as possible.

Part two The Procedure

5 The relocation package

- 5.1 A Government of Jersey relocation package comprises of three elements:
1. **Relocation Removals Service**
 2. **Relocation Support**; and
 3. **Relocation Payment**
- 5.2 Where your partner or spouse is also commencing employment with the Government of Jersey, and meets the criteria set out in 3.1 above, although they will not be eligible for a second full relocation package, they will be entitled to the relocation payment.

Action Points (AP) **Line Managers**

- AP 5a In respect of 5.2 above, liaise with the People Hub to ensure they are aware if a partner or spouse is also commencing employment with the Government of Jersey.

6 Relocation removals service

- 6.1 To help you move to Jersey and start your employment with us, we will provide and pay for the full cost of your removals to the Island, in line with what is eligible for removal, listed at Schedule One of this policy. This needs to be taken within 12 months of your employment start date. If you are living outside of the UK, the full cost of your removals is usually restricted to the cost from the point of entry into the UK.
- 6.2 This will be provided by a Government of Jersey appointed removals supplier, who will relocate the contents of your current residence to your new home in Jersey.

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7 Relocation support	7.1	We will also provide you with practical relocation support through our relocation partners. This will include an initial orientation, support in finding a home and sorting the administration of your move. All of which is part of our welcome and an introduction to the Island. We want to make your relocation as easy as possible for you. There is no charge for this specialist support which has a menu of packages based on your individual circumstances. See <u>Schedule Three</u> to this policy.
	7.2	The relocation support will also arrange the initial contact between you and the appointed removals supplier and can manage the removals process (as set out in section 6) on your behalf should you wish.
	7.3	The relocation support has been designed to welcome you to Jersey and introduce you to Island life. Individual services, within the relocation support, cannot be exchanged for monetary value.
	7.4	The relocation support is provided by our relocation support partners. They will liaise with you in order to provide the services that you require.
8 Relocation payment	8.1	Your relocation package will also include a one-off relocation payment of £3,000.
	8.2	This will be paid to you with your first month's salary and will be subject to income tax and Social Security deductions.
	8.3	There is no restriction to what this sum can be used for in respect of your relocation.
9 Travelling to Jersey once you have accepted a job offer (accommodation visit)	9.1	Should you be offered and accept a role with the Government of Jersey, we will offer flights and accommodation for you, your partner and any dependent children to visit Jersey. Part of this general orientation will be supported by our relocation partners and may include viewings of shortlisted properties. This will be limited to one visit of up to two nights on a bed and breakfast basis and should be booked through our preferred travel provider.
	9.2	If you are living outside of the UK, we will usually only pay the costs of return travel from the UK to Jersey for the purposes of this visit.
10 Fixed term contracts of <u>less</u> than 18 months	10.1	If you are recruited on a fixed term contract of less than 18 months then you are <u>not</u> eligible for the relocation package.
	10.2	However, if you have retained and are continuing to pay towards your primary home outside of Jersey, you will be eligible for a rental allowance of £500 per month in order to contribute towards the cost of renting a home in Jersey.

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- 10.3 This will be paid to you with your salary each month and will be subject to income tax and Social Security deductions.
- 10.4 In addition, if you have retained and are continuing to pay towards your primary home outside of Jersey, you will also be eligible for a travel allowance of £1,500 per annum to be used towards the cost of travel to and from your principal home.
- 10.5 Again, this will be paid to you with your salary each month (in equal monthly payments based on £1,500/12) and will be subject to income tax and Social Security deductions.
- 10.6 In order to confirm your eligibility for rental and travel allowance you must provide your line manager with written evidence of the fact that you have retained and are continuing to pay towards your primary home outside of Jersey.
- 10.7 If a fixed term contract of less than 18 months is subsequently extended beyond 18 months, then eligibility to continue to receive the rental and travel allowance will be reviewed. Consideration should be given to the circumstances and reasons for extending and whether an extension is the appropriate option available.

11 Pay back of relocation package

Permanent Employees

- 11.1 If you resign or are dismissed (other than by way of compulsory redundancy) from your employment with the States of Jersey, you will be required to pay back – in whole or in part - the cost of your relocation package, on a sliding scale, to include:
- the amount paid by us in relocation removals (see section 6), plus
 - the net value of the relocation payment (which was paid to you via your first month's salary and therefore would have been subject to income tax and social security deductions).

Sliding scale

11.2	Number of completed years continuous service	% of pay back of relocation package
	Less than one year	100%
	1 year or more but < 2 years	66%
	2 years or more but < 3 years	33%
	3 years or more	0%

Fixed term contract of 18 months or more

- 11.3 If you fulfil the full period of your fixed term contract then you will not be required to payback any of the relocation package.
- 11.4 If your fixed term contract is subsequently extended past the original period that you were appointed for, you will only be liable for payback of the relocation package (as per the sliding scale shown below at 11.6) on the original period of the contract. Therefore if you have fulfilled the full period of your

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original fixed term contract then you will not be required to payback any of the relocation package.

- 11.5 If you are employed on a fixed term contract of 18 months or more and resign, or are dismissed from your employment by the Government of Jersey prior to the end of your contract, you will be required to repay the cost of your relocation package on a sliding scale, to include:
- the amount paid by us in relocation removals (see section 6), plus
 - the net value of the relocation payment (which was paid to you via your first month's salary and therefore would have been subject income tax deductions).

Sliding scale

11.6	Proportion of fixed term contract completed	% of pay back of relocation package
	Less than 20%	100%
	More than 20% but less than 40%	80%
	More than 40% but less than 60%	60%
	More than 60% but less than 80%	40%
	More than 80% but less than 100%	20%
	100%	0%

12 Roles and responsibilities

Employees

- 12.1 If you fall within the scope of this policy, you are required to adhere to its terms.

Action points (AP)

Line managers

- AP 12a You are responsible for ensuring this policy is applied within your department and that the correct workforce expenditure approval request (WEAR form) is completed and the additional costs associated with the licenced element of the post are approved, ie. the cost of the relocation package, or for fixed term contracts of less than 18 months, the cost of rental and travel allowances.
- AP 12b You must ensure that a relocation package is not offered to a potential employee without formal approval, and that no funds are transferred to the employee until a *Relocation Support Agreement* has been signed by the employee.

People Hub

- AP 12c People Hub are responsible for:
- providing advice in respect of this policy
 - liaising with the removals supplier and the relocation support services providers as required in relation to their (procurement) contractual requirements

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13 Policy control sheet

Version	Date Issued	Issued by	Reason for Change
1.0	1/9/2019	MeIG (author MeIG & RG)	General policy maintenance review to meet organisational needs, particularly in relation to the recruitment of Key Workers. Relocation package introduced consisting of 3 elements; 1. Relocation Removals Service 2. Relocation Support; and 3. Relocation Payment

Presented to	Approved	Date
EMT	Yes	14 th July 2019

Planned Review Date	1 st September 2020
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Schedule One

Relocation Removals Service

Agreement	The relocation removals service consists of all of the services listed below. You may opt-in or opt-out to any of these services
Planning	The removals service contractor will engage with you to discuss your needs and create a moving plan An itemised quote will be provided to the States of Jersey and the employee
Packing materials	Boxes and other packing materials will be provided by the contractor
Removal of goods	Door to door home removal to Jersey address
	Disassemble furniture
Delivery of goods	Door to door home delivery to Jersey address
	Unload boxes into appropriate rooms of new home
	Re-assemble furniture
	Assist with unpacking
	Remove any unwanted packaging
Payment	Payment for services within the agreement will be made to the appointed contractor by the States of Jersey directly
Notes	The relocation of motorised/electric vehicles is not included within the service The relocation of pets is not included within the service

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Schedule Two

Relocation agreement

Relocation allowances for staff recruited from outside of the Island to Licensed posts in Jersey.

AGREEMENT between

The States Employment Board, of the one part (hereinafter referred to as the 'the Employer'),
AND,

<name of employee>, of the other part (hereinafter referred to as 'the Employee').

IT IS AGREED THAT

1. The Employer will provide financial support in the amounts (hereinafter referred to as 'the subsidy') set out in sections 6, 7 and 9 of this document hereto in respect of expenses incurred in the employee's relocation to Jersey to take up employment in a Licensed post.
2. The subsidy shall, in accordance with section 10 of this document be repaid forthwith to the Employer if the Employee resigns or is dismissed (other than by way of compulsory redundancy) from his/her employment with the States of Jersey within three years of commencing employment.
3. If the Employee satisfies the Employer that any of the events mentioned in this policy hereof was attributable to some exceptional cause of hardship beyond the Employee's control, the Employer may, in its discretion, waive repayment of the subsidy in whole or in part make such consequential adjustment to the terms thereof as it considers fair and reasonable in the circumstances.
4. The Employee undertakes to furnish the Employer, on demand, any information or document necessary to ascertain the actual amount of subsidy due to the Employee.
5. By signing this Agreement, you acknowledge and consent to your data, which includes your contact details, being provided to external providers for the facilitation of your relocation.

Signed <signature> Date: <date>

<Name> <Job title>

For and on behalf of the States Employment Board.

I understand that the total relocation monies claimed (to include the relocation removals service and relocation payment) is repayable on demand, depending on the proportion of the contract term of employment completed and, any outstanding monies may be deducted from my final salary

Signed <signature> Date: <date>

<Employee Name>

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If you are employed on a permanent contract, or a fixed term contract greater than 18 months, you are entitled to the £3,000 relocation payment in your first salary. This is a taxable payment which can be credited to you in your first salary, however you can opt out of receiving the relocation payment.

Please indicate which option you wish to take

- ☐ I wish to receive £3,000 relocation payment in my first salary payment. This payment will be subject to income tax and Social Security deductions at the effective rate applicable to me.
- ☐ I do not wish to receive the £3,000 relocation payment in my first salary payment and understand that this payment cannot be claimed at a later date.

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Schedule Three

Relocation Support

Relocation support is provided through a Government of Jersey approved relocation partner and will be tailored from the individual packages below based on your requirements. An initial needs analysis will be conducted by the relocation partner.

Package 1: Initial orientation

- An area tour of the Island by car
- A tour of central St Helier on foot
- An explanation of Housing law in Jersey
- An introduction to practical aspects of daily life in Jersey
- A general overview of the cost of living
- Addressing any additional concerns, for example, in respect of medical care, leisure activities, safety, sports facilities and culture
- An explanation of childcare and schooling (where relevant)

Package 2: Finding temporary accommodation

- Search and selection support including availability of key worker housing (if applicable)
- Negotiation of best/corporate rates for accommodation
- Accompanied viewings
- Organising all associated administration
- Assistance in lease negotiation
- Ensuring property is clean and ready to move into
- Inventory check in with full photographic record of contents and condition.

Package 3: Finding a home to rent

- Needs analysis and overview of the local market and availability
- Search and selection support including availability of key worker housing (if applicable)
- Assistance in creating a shortlist for viewing
- Accompanies viewings of up to seven shortlisted properties
- Liaising and negotiating with the agent or landlord (as applicable) to agree monthly rent and terms of lease
- Recommending removal companies
- Ensuring property is clean and ready to move into
- Assistance with setting up utilities
- Full photographic inventory of contents
- Liaising with the agent or landlord (as applicable) to resolve any initial problems during the first two weeks of the tenancy

Package 4: Finding a suitable nursery or school

- Outline of the Jersey education system
- Fully explain the different nursery or schooling options relevant to your needs
- Enquire about availability
- Accompanied visits to schools and nurseries to meet principals
- Registration
- Organising taster days, if applicable
- Assistance with any pre-requisites including school uniform.

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Package 5: Settling in administration

- Registering with Social Security and Tax
- Importing or buying vehicle(s)
- Registering with doctors and dentists
- Buying or renting equipment or furniture
- Securing insurance
- Obtaining a Jersey driving licence
- Assisting with a local mobile phone contract
- Assisting with opening a local bank account

Package 6: Settling in: The first three months:

- Recommending events and activities to suit your needs
- Monthly meetings to catch up
- Telephone and email assistance during office hours

Package 7: Support for Spouse/Partner

- A half-day tailored area tour of the island
- Local shopping guide, including supermarkets, markets and farm shops
- An introduction to practical aspects of daily life including transport, parking and shopping
- Showing routes to activities, schools, nurseries and the workplace of the employee's partner
- Introductions to new people and starting a local network
- Assistance with starting work or moving a business
- Monthly meetings to check refined needs and offer help where needed.

Package 8: Managing removals contractor:

- Actively managing the relationship between you and the removals company
- Arranging initial contact and consultation
- Managing the removals process
- Issue resolution (where required).